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Chief, London Bureau

Chief, FBIB

Attached Processing Manual

It is desired that attached Manual serve, together with local directives applicable to your Bureau, as authoritative guide to SOP for processing broadcast material. Attention is called to the following items with particular reference to your operation:

1. Use of spelled-out punctuation should be reduced to minimum. Use of "hyphen", for example, is to be avoided unless omission creates ambiguity.
2. It is advisable that all figures, except only in logographs, be spelled out, particularly in copy to be transmitted by radio-teletype circuits.
3. Items from different broadcasts, whether from the same source or not, must not be included in a single message. The term "Finis" is therefore superfluous.
4. Adds should carry pickup words and an indication of subject matter (see pages 10 and 11).
5. Editing of "monitor's verbiage" must be done with extreme caution, particularly at Caversham, where consultation with the monitor is generally impractical.
6. Request that editors be instructed to label all copy according to the categories outlined on pages 12-13 and 19-21.
7. Use of term "Single Excerpt" will avoid confusion with the plural "Text Excerpts."
8. In transmitting broadcast copy or corrections in response to queries or orders from cues, subordination of the acknowledgment of query or order to subjug position will avoid possible mis-distribution in Washington (see pages 20 and 21).
9. Of your draft "Editorial and Style Guide", sections 15 through 22 are approved for local issue.

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L. K. WHITE

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cc: Admin.

PKE:gmr

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